

REQUEST FOR PROPOSAL NO. CAT 11110 QUESTIONS AND ANSWERS

Alabama Department of Corrections Inmate Incentive Package and Footwear Vendor

Section 3.1 of RFP Number 11110 allows for vendors to submit questions regarding the specifications as set out in this RFP or other solicitation documents. The following questions were received by the due date and are answered as follows:

Question 1

The package has a footwear section and an Incentive Package section, however I do not see a separate Christmas food package section. Should I assume the food items are for the Christmas package only and the Incentive Package does not include food?

Answer 1

Yes.

Question 2

We do not have a copy of ADOC directives (rules) nor can I find them online. Therefore can food be packaged in cans?

Answer 2

No.

Question 3

Is there a limit on the size of the individual food item?

Answer 3

No, responses should be for the sizes indicated in the appendices or as close as practically possible, however, vendors may propose different sizes. See Section 5.1 Paragraph 1 for additional information

Question 4

Page 16 Section 3.4.1, states “*Complete the pricing questionnaires included as Appendix D for the Inmate Incentive Program and/or Appendix E for the Footwear Vendor. Instructions for completion are included on the individual appendices. Items listed on the pricing questionnaires are annual estimates of a sample of items sold during the most recent available periods. The items selected are intended to be commonly available items that will be available from multiple sources. If any of the individual items selected are discontinued or available from only one (1) vendor, the ADOC reserves the right to omit the item from consideration. This is not intended to be a guarantee of future sales.*” The following bid items are exclusive to Keefe and available only from one source. Therefore, in fairness to all vendors, such items should be removed from this bid.

- a. **Velveeta Spicy Macaroni & Cheese** – The Kraft Velveeta Cheesy Macaroni & Cheese in a pouch is an exclusive item only available to Keefe. The Kraft Velveeta Macaroni & Cheese in pouch is not available for purchase on the open market. It is packed exclusively for Keefe by Kraft.
- b. **Kraft Sugar Free Country Time Lemonade** – The Kraft sugar free Country Time Lemonade in pouch is an exclusive item only available to Keefe. The sugar free Country Time Lemonade in a pouch is not available for purchase on the open market.
- c. **Kraft Tang in Pouch Sugar Free** – The Kraft sugar free Tang in pouch is an exclusive item only available to Keefe. The sugar free Tang in pouch is not available for purchase on the open market.
- d. **Kraft Kool Aid in Pouch Sugar Free** – The Kraft sugar free Kool Aid in pouch is an exclusive item only available to Keefe. The sugar free Kool Aid in pouch is not available for purchase on the open market.
- e. **Riddell Shoes** - The Riddell brand athletic shoes are a national brand of shoes owned by Keefe and not available for purchase by any other prison distributors. Below are the following Riddell shoes available only to Keefe:

1. **Riddell Impact**
2. **Riddell Lightning Running Shoe**
3. **Riddell Vantage**
4. **Riddell Intensity.**
5. **Riddell AXT 2000/AXT II**
6. **Riddell Comfort Court Velcro**
7. **Riddell Classic/Class II Running**

Answer 4

To the extent that the vendor is unable to supply specific brands or sizes, the vendor shall propose substitute products in other brands or sizes that are of equivalent or better quality and are similar in all material respects. A sample may be required as discussed in 3.4 paragraph f for review and testing.

As to the Riddell Shoes, substitutes shall be submitted as follows:

1. **Riddell Impact** – Tennis Shoe
2. **Riddell Lightning Running Shoe** – Running Shoe
3. **Riddell Vantage** – Basketball/Casual Shoe
4. **Riddell Intensity** – Basketball Shoe
5. **Riddell AXT 2000/AXT II** - Cross Trainer Shoe
6. **Riddell Comfort Court Velcro** – Velcro Shoe
7. **Riddell Classic/Class II Running** – Running Shoe

Question 5

Can we add additional items?

Answer 5

No. See Answer 4 and Section 3.4 e.

Question 6

Many of the food items specified are proprietary to Access Catalog.

Answer 6

See answer 4.

Question 7

What is the approximate opening date for the May, September and December packages? The RFP says that orders for the May program must be received by May 14. When can the inmates/family begin ordering for May, also for Sept and Dec?

Answer 7

The opening day for orders shall be at least 30 days prior to the ordering close out date.

Question 8

Regarding boots, is there a height, color, metal or any other restriction? Also, the same questions for sneakers.

Answer 8

Boots must be black and low quarter with no steel toes. Tennis shoes must be at least 90% white; colored logos are acceptable but no red markings are allowed.

Question 9

Regarding underwear, while they must be white can the waist band contain other colors i.e. gray?

Answer 9

Underwear must be all white but visible brands or logos are acceptable.

Question 10

Is the footwear program ongoing or is there a specific time of the year?

Answer 10

The footwear program is a year round, ongoing program

Question 11

We have a gift catalog which is designed for inmates to send small gifts to their family on birthdays, holidays etc. This has been very successful in other states.

Who can I speak to about this in ADOC?

Answer 11

Not Applicable to this RFP.

Question 12

Page 16, Section 3.4.e, states "***State the number of items stocked by Vendor from which the ADOC may select products for the development of a customized Incentive Package or Footwear Program.***" Can you please clarify the following:

- a. Is the ADOC open to allowing more than the 44 food bid items for the Christmas Food Package? If so, what is the maximum amount of additional items the ADOC will allow?
- b. Is the ADOC open to allowing more than the 42 bid items for the Incentive Package? If so, what is the maximum amount of additional items the ADOC will allow?
- c. Is the ADOC open to allowing more than the 36 bid items for the Footware Package? If so, what is the maximum amount of additional items the ADOC will allow?

Answer 12

See Answer 4, Section 3.4 e and Appendix A paragraph 8. For this RFP's purposes only the items on the appendixes will apply. The selected Vendor will be able to propose items for ADOC's consideration for the packages.

Question 13

Can we substitute an equivalent item for one specified?

Answer 13

See answer 4.

Question 14

Page 34 Appendix A..8, states “*The final assortment of products sold shall be subject to negotiation. Be sure to indicate any proposal that does not confirm to the indicated product size/measurement (state the alternative size/measurement proposed).*” Please clarify the following:

- a. For items that indicate a specific brand such as Crystal Light, Lipton and Avia, can such items be changed to a different brand or substituted with a similar brand of equal or higher value?
- b. What color(s) does the ADOC request for men’s and women’s clothing if not already indicated?

Answer 14

- a. Refer to Section 3.4 Paragraph l (lowercase L). If an item is presented as an equivalent, ADOC may require products and packaging samples for review and testing. Refer to Section 3-4 Paragraph f.
- b. White.

Question 15

Will the state evaluate the items based on the lowest price per ounce or lowest denominator?

Answer 15

See section 3.10.

Question 16

Page 9, Section 2.2.m, states “*Alabama State and local taxes will be collected and remitted based on the applicable tax rate in force at the individual institution where the goods are received.*” Please clarify the following:

- a. What is the Alabama State Tax?
- b. What is the applicable tax rate in force at each individual institution?
- c. What items are taxable?
- d. Do tax rates vary by product?
- e. How does the ADOC want the sales tax added to the order?

Answer 16

- a. The tax rate will vary based on the location of the facility.
- b. The sales tax rate for each facility is available from the Alabama Department of Revenue at www.ador.state.al.us.
- c. All items are taxable.
- d. The rate will be the same for all items sold at an individual institution.
- e. See Section 5.1 paragraph 2 and section 2.2, m.

Question 17

Page 7, Section 2.1.d, states “*An alternate proposal submitted by Vendor (receiving pre-award notice), that in the opinion of the ADOC best satisfies its requirements, may be considered and substituted for Vendor’s initial proposal, either in whole or in part.*”

Can you please clarify the rules in submitting an alternative proposal?

Answer 17

This section is referring to negotiations subsequent to the initial Vendor selection.

Question 18

Page 26 Section 5.1 states “*The minimum order per inmate for each incentive package will be \$15.00 with a maximum amount of \$150.00 before applicable sales tax. The May and September incentives packages are limited to the items and quantities listed. Inmates will be allowed to receive only one order/package in May, one (1) in September, and one (1) in December. The Vendor will be responsible for enforcing limits on items, spending, quantity, and frequency of orders. Limitations will also be imposed based on inmate status.*” Please clarify the following:

- a. Are there any limitations for the Footwear Program?
- b. What are the limits based on inmate status for the Incentive Program?
- c. What are the limits based on inmate status for the Footwear Program?

Answer 18

ADOC will provide the selected Vendor an electronic file with eligibility status nightly.

Question 19

Page 29 Section 5.11, states “*The total price of an order will include all shipping and handling. Vendor will use UPS, USPS, or common carrier and ship directly to the specific institution.*” Will the ADOC allow for shipping and handling fees to be added to the end of an order such as in past programs?

Answer 19

Yes.

Question 20

Page 16 Section 3.4.i.2, states to provide a number and type of grievances received annually for each reference comparable to the ADOC. Can you please define grievance?

Answer 20

Define your formal complaint process in your response and indicate how many complaints you have received from your references listed.

Question 21

Can you please provide the following information:

- a. Revenue information for past programs including Incentive Program, Christmas Program and Footware Program.
- b. How many packages were purchased in past programs?
- c. What was the average dollar amount per order for past programs?

Answer 21

The information listed in Appendix D and E is a sample based on the current program. Historically, footwear sales are from multiple vendors purchased from PMOD accounts at individual facilities; therefore, total footwear sales are not available.

Question 22

On Appendix D, what is the Vendor's Estimated Annual Sales Volume based off of? On Appendix E, what is the Vendor's Estimated Annual Sales Volume based off of?

Answer 22

These amounts will be based on vendor's sales experience with other correctional facilities and similar inmate populations.

Question 23

Can you please clarify the size for the "oversized T-Shirt no Pocket"?

Answer 23

The sizes considered oversized for purposes of this RFP are 3XL, 4XL and 5XL.

Question 24

- 1) What percentage of orders is from each of the available ordering methods?
 - a. FAX
 - b. US Mail
 - c. Email Attachments
 - d. Data Entry into a secure website
 - e. PMOD – Prisoner's Money on Deposit

Answer 24

Roughly 50% are received by US mail and the balance is from internet and phone orders.

Question 25

Page 4, Section 1.2 Definitions states:

- f. Commissions – a commission payable monthly to the ADOC based on monthly gross sales, before appropriate Alabama sales tax, to inmates at all ADOC facilities.

Is this commission to be paid monthly even though the orders will only be placed three times a year; May, September, and December?

Answer 25

The commission is payable only for months when there are sales. Keep in mind that the footwear program is intended to be year round.

Question 26

Page 29, Section 5.9 Specifications for Poly Bags states:

- g. Clear Poly bags at least 2.5 mils thick with a minimum of one (1) hole approximately ¼ inch in diameter punched a minimum of every 6 inches. Each Poly bag shall be heat sealed at each end.

Is this the ONLY type of bag accepted or will a clear Poly bag w/ items heat sealed in separate compartments be sufficient?

Answer 26

See Section 2.1 d and section 5.9.

Question 27

Page 3 the reference to establish an agreement to provide footwear for the inmates of ADOC – we have the following questions –

- A) Will the method of ordering (phone, internet, mail or fax) be the same as the 3 incentive packages?
- B) Will the inmates and families / friends be able to place orders?
- C) How frequently will the inmates be allowed to receive orders via this program?
- D) Will there be any quantity or dollar limits on this program?

Answer 27

A and B - All footwear purchases must be through the facilities' PMOD clerk except for footwear ordered through the incentive package program.

C and D - Inmates are allowed to have three (3) pairs of shoes at once; one (1) pair of brogans or work boots, one (1) pair or tennis shoes and one (1) pair of slides or two (2) pairs of tennis shoes and one (1) pair of slides. Shoes must be purchased from approved listings of footwear available.

Question 28

Page 18 Section 3.10 Evaluation Criteria

- E) How will the points for pricing be awarded? Will the lowest bidder on price receive all 20 points with the next lowest receiving a portion of the 20 points available? What is the ratio formula that the committee will use to allocate these points?
- F) How will the points for the commission be awarded? Will the highest bidder on commission receive all 40 points with the next highest receiving a portion of the 40 points available? What is the ratio formula that the committee will use to allocate these points?
- G) Since the other 4 categories are more subjective will it be possible that all bidders could receive all possible points in these 4 categories or will these categories also be ranked with one bidder getting 100% and the next vendor receiving some portion of the possible points? If awarded based on ranking please provide the planned ratio formula that the committee will use to allocate these points?

Answer 28

See section 3.10.

Question 29

Appendix D page 1 Turkey Chili – this item has been discontinued and will no longer be available and there is not a suitable replacement.

Appendix E page 1 shoes – the Nike Xccelerator Run-W/W/BLK and Fila Downtown have both been discontinued and there is not an exact replacement

Answer 29

See answer 4.

Question 30

On both Appendix D and E there is a column titled “Vendor’s estimated annual sales volume” what quantity should we use in this column when calculating the “Vendor’s estimated total annual sales” - is it the quantity that is listed in the column titled “ADOC estimated annual sales volume”?

Answer 30

See answer 22.

Question 31

We are responding to above RFP but can only service your state with regards to shoes ... is that OK? or do we need to service all items on the bid?

Answer 31

Bidding on the footwear program only is acceptable.

Question 32

Can we make alternate selection for the shoes and socks or are you looking for bids on the same identical shoes?

Answer 32

See answer 4.